

**WASHINGTON STATE HUMAN RIGHTS COMMISSION
MEETING OF
September 26-27, 2002
Westcoast Kennewick Hotel
Kennewick, WA**

MINUTES

THURSDAY, SEPTEMBER 26

PARTICIPANTS

Commissioners: Rudy Vasquez (Chair); Charlotte Coker; Ellis Casson; Dallas Barnes; and J. Reiko Callner.

Staff: Susan (Sue) J. Jordan; Executive Director; Arthur Stratton, District Manager; Tanya Calahan, Commission Clerk; Sharon Ortiz, Field Services Manager; San Juanita Soto, Equal Opportunity Compliance Specialist; and Susan Carlson, Assistant Attorney General.

Guests: Ben Hooper, Columbia Legal Services and Elba Ramos, United Farm worker's Union.

OPENING The meeting was called to order by Commissioner Vasquez at 7:00 p.m. He welcomed everyone to the meeting.

Commissioner Barnes welcomed everyone to the Tri Cities. He expressed appreciation for everyone taking the time to come to the meeting.

**BENTON,
FRANKLIN,
AND
WALLA
WALL
COUNTY
UPDATE** District Manager Arthur Stratton provided a report about discrimination complaints in Benton, Franklin, and Walla Walla Counties. He pointed out the changes to the number of complaints since last year. No race complaints have been received so far in 2002 in Franklin County.

Field Services Manager Sharon Ortiz gave an overview of 2002 Census statistics for the Tri Cities area. There continues to be a growing Hispanic population in the area. Disparities also exist.

Ms. Ortiz summarized two discrimination complaints that she has worked on. The first one is Debra Callahan v. Walla Walla Housing Authority. There would have been reasonable cause, however, Ms. Callahan withdrew the case so she could pursue private litigation.

The second case was Office of Rural Development and Farm Worker Housing v. City of Benton City. The case was forwarded to the US Department of Housing and Urban Development. It was then transferred to the US Department of Justice. Ms. Ortiz hopes that case law will result from this charge.

Ms. Ortiz commented about her fair housing background. She also provided information about the Washington Association for Immigrant and Refugee Justice (WAIRJ). Because of a lack of funding, the organization will be dissolved. This will affect the services provided to immigrants; including farm workers.

Commissioner Vasquez asked whether WAIRJ can be resurrected. Ms. Ortiz stated that there was discussion about starting a group in Eastern Washington. WAIRJ is currently based out of Seattle.

FARM WORKER'S UNION

Elba Ramos spoke on behalf of the Farm Worker's Union. Ms. Ramos commented about the work that the union does to educate farm workers in places like the Columbia Basin, Tri Cities, and Yakima. The farm workers receive information on topics such as housing and discrimination.

Ms. Ramos next spoke about various union activities. Six to seven thousand individuals were involved in marches. There was a strike by those working in apple orchards in the Columbia Basin and the Tri Cities for better wages. She shared information about the apple campaign which was started to bring about a contract so ranchers can pay their workers better wages. She also spoke about salary and immigrant issues in Okanogan. The union has been successful in negotiating a minimum salary. The union is involved in many activities and they are trying to be more visible to farm workers and Hispanics.

Ms. Ramos expressed concern about the number of people injured on the job. She stated that 300 people were injured and are having challenges receiving assistance from the WA State Department of Labor and Industries (L & I). She stated that more materials are needed in Spanish and more interpreters are needed. Ms. Ramos commented that Mr. Lupe Gamboa and the Director of L & I are working on these issues.

Ms. Ramos also expressed concern about injured workers who need assistance. There are a lot of safety issues that need to be addressed. She stated that individuals are frustrated with the "system." She asked for help from the Commission.

Commissioner Callner commented that the Commission is limited in the areas of lobbying and advocacy. The Commission can however; take complaints about failure to reasonable accommodate disabilities.

Commissioner Vasquez commented about a letter that was sent to the Director of L & I, Gary Moore in October 2001. A liaison was to be appointed to assist individuals in Eastern Washington. Ms. Ramos stated that this was not enough.

There was discussion about the needs of monolingual individuals. Commissioner Casson then suggested that the Commission hold a hearing on these issues at its next meeting in Yakima on October 24, 2002.

Commissioner Casson then made a motion that the Commission hold a hearing in Yakima on October 24, 2002 and invite L & I and interested parties to the October 24, 2002 meeting. Commissioner Coker seconded the motion. MOTION CARRIED.

There was discussion about the format for the event. Commission Clerk Tanya Calahan stated that the Commission has held community forums in the past. She will provide information to the Commissioners regarding a previous format used for a community forum.

Commissioner Coker inquired about what could be done if L & I chooses not to participate in this event. Commissioner Callner raised the possibility of a subpoena as an option.

There was discussion about Commission "hearings." Assistant Attorney General Susan Carlson suggested a legislative mode for conducting hearings. Commissioner Callner commented that growers, workers, and L & I should be invited. She stated that a report should be generated as a result of the forum. Commissioner Casson suggested inviting the Mayor and City representatives in Yakima to the event. Field Services Manager Sharon Ortiz stated that she knows individuals in the community that could be invited.

There was discussion about planning the event. Commissioner Callner suggested that the Commission take the lead with agency staff support.

Comments were made about the many issues facing farm workers. Commissioner Vasquez stated that the Commission is just listening to concerns right now.

Commissioner Barnes stated that a staff member at Washington State University, Bill Symons goes out to orchards to assist farm workers. Mr. Symons and others could provide assistance regarding farm worker concerns.

Commissioner Callner commented that the presentations made should be succinct and specific. Specifically; explain what the Commission can and cannot do. She stated that it was important not to raise false expectations. The Commission is faced with limitations and barriers.

COLUMBIA LEGAL SERVICES

Ben Hooper spoke on behalf of Columbia Legal Services (CLS). CLS assists low income clients with issues such as housing, public benefits, court interpreter needs, and access to

public services. His office serves Benton, Franklin, and Walla Walla Counties.

Most of Mr. Hooper's work is regarding housing issues. He spoke about the challenges faced with local housing authorities. Currently, many housing authorities publish information solely in English. This is ineffective because the correspondence may be regarding an issue such as an eviction notice. The local housing authorities have bilingual staff but there is an expectation that the individuals come in and speak to someone in person. People may come to the housing authorities in person but it may be too late.

Mr. Hooper spoke about a pending lawsuit involving the Richland Housing Authority. It involved senior housing and an attempt to prevent it from being built. The case is currently with the U.S. Department of Justice (DOJ). Mr. Hooper stated that if DOJ doesn't move forward with the case, CLS will.

Mr. Hooper shared information about predatory lending practices involving mobile home dealers. He stated that some individuals were receiving sub prime loans for land/home packages at 15% or more.

He talked about the disparities in real estate; specifically, real estate in Richland is more costly than other areas of the Tri Cities. Rent prices are increasing in the area as a result. Lower income individuals are being affected adversely by the increases in rent. Poverty continues to shift toward Pasco.

Executive Director Sue Jordan commented about fair housing testing being done in the Tri Cities in conjunction with the Northwest Fair Housing Alliance.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:40 p.m.

Respectfully submitted,

Tanya Y. Calahan
Commission Clerk

FRIDAY, SEPTEMBER 27

PARTICIPANTS

Commissioners: Rudy Vasquez (Chair); Charlotte Coker; Ellis Casson; Dallas Barnes; and J. Reiko Callner. A quorum was present.

Staff: Susan (Sue) J. Jordan, Executive Director; Arthur Stratton, District Manager; Tanya Calahan, Commission Clerk; and Susan Carlson, Assistant Attorney General.

Guests: Marcario Chavez and Zelma Jackson, Commission on African American Affairs.

OPENING

The meeting was called to order at 9:00 a.m. by Commissioner Vasquez.

Mr. Marcario Chavez attended the meeting to report his concerns to the Commission about how his case against the City of Pasco Police Department was handled by Commission staff. He expressed that his witnesses weren't interviewed and he lost faith in the investigation process and so no point in requesting reconsideration. Therefore, Mr. Chavez did not file a reconsideration of the no reasonable cause finding issued in his case.

Commissioner Vasquez commented that Mr. Chavez's issues appear to be about the investigation process more than the outcome regarding his case. Mr. Chavez requested that the Commission review and revise its investigative procedures.

Mr. Chavez was advised of other remedies available to him, since the deadline to file a request for reconsideration has passed. He was advised of the substantial weight review process through the EEOC and that he could pursue private litigation. Commission Clerk Tanya Calahan provided contact information for EEOC to Mr. Chavez. Mr. Chavez also expressed his intention to contact the Governor's office about this matter.

The Commissioners thanked Mr. Chavez for taking the time to express his concerns.

Discussion ensued regarding recording Commission meetings. Commissioner Barnes clarified that he would be recording the day's meeting. Commissioner Vasquez stated that the other Commissioners should be aware if a Commissioner is recording a meeting.

There was specific discussion regarding the appropriateness of recording Commission meetings and the process for deciding whether they should be recorded. Commission Clerk Tanya Calahan sent a memo to the Commissioners stating that she is planning to start recording Commission meeting and invited Commissioner input. Commissioner Callner expressed that she did not see the Clerk's actions as insubordinate or inappropriate. Open public meetings do not qualify as private conversations. She stated that many boards and commissions regularly record their meetings.

Commissioner Casson asked if he needed to give permission before his statements are recorded at Commission meetings. Assistant Attorney General Susan Carlson stated that he did not. It would be a courtesy to inform individuals that they are being recording in a public meeting but asking for or giving permission is not required. She further stated that that anyone from the public could come to a public meeting and record without permission.

Commissioner Vasquez stated that there was no discussion by the Commission about whether Commission meetings should be taped and that the tapes would be public. He expressed concern that taped information could be taken out of context.

Commission Clerk Tanya Calahan stated that it was not her intention to circumvent any process or procedure. Recording Commission meetings could be used to be sure that all important information was captured in the minutes and the tapes could be used for reference if there was misunderstandings or confusion about what was said at a meeting.

Commissioner Callner then made a motion that all Commission meetings be officially recorded by the Clerk. The Clerk will keep the official tapes of the meetings. Commissioner Barnes seconded the motion. MOTION CARRIED.

Commissioner Casson asked Executive Director Sue Jordan her thoughts about the issue of recording meetings. Ms. Jordan stated that she was fine with the process and she's glad to see that it was discussed by the Commission.

**APPROVAL
OF
MINUTES**

Commissioner Callner requested that the minutes of the August 23, 2002 Commission meeting be amended on page four, paragraph five. Discussion ensued about whether the requested amendment was necessary if the intent of the statement was interpreted correctly. Commissioner Vasquez pointed out that Commissioner Callner's summarized statement was correctly interpreted and resulted in an action item that was placed on the current meeting agenda. Therefore, an amendment to the minutes is not necessary. A typographical error was noted on page five, paragraph one of the minutes. In the first paragraph it should read "issue" instead of "issued." Commissioner Casson then made a motion to approve the August 23, 2002 minutes with the correction to the typographical error. Commissioner Coker seconded the motion. MOTION CARRIED.

**APPROVAL
OF CASE
CLOSURES**

Commissioner Callner raised questions about two cases on the case list. The first case is Adams v. King County Housing Authority. She asked how respondent could move forward with eviction proceedings. Staff stated that Respondent provided a legitimate non discriminatory reason for its actions.

The second case was Cruz v. Treetop. She asked whether respondent had a policy that states that employees cannot return to work if they go to jail. District Manager Arthur Stratton stated that this was written in respondent's policy. Although, complainant originally requested an accommodation for his disability, he was incarcerated during his leave of absence. Complainant was off work for an indefinite period of time.

Commissioner Callner then made a motion to approve the amended case list for the period of August 17 – September 20, 2002. Commissioner Coker seconded the motion. MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT Executive Director Sue Jordan highlighted her monthly written Executive Director's report.

Staff met case completion goals for the EEOC contract. She also noted that staff has completed more aging housing cases than ever before. Ms. Jordan requested that a memo of appreciation go to staff from the Commission. Commissioner Vasquez will work with Commission Clerk Tanya Calahan on the memo to all staff.

She invited the Commissioners to attend the all staff meeting on October 17-18, 2002 in Tacoma at the Tacoma Rhodes Center.

Commissioner Callner asked about the number of assistant attorneys general (AAG) that the agency has. Susan Carlson commented that she gives the agency policy advice; Paul Goulding handles litigation of discrimination cases; Gretchen Gale handles personnel and labor issues; Stewart Johnston assists the Commission with personnel issues; and Mitch Sacks provided training to agency managers on personnel issues.

Ms. Carlson commented that if the Commission has questions for the Attorney General's (AG) office, basic issues can be laid out and provided to them ahead of time. Ms. Carlson will coordinate responses with other appropriate AAGs depending on the question.

Commissioner Coker stated that all Commissioner questions for the AG's office should be provided to her no later than 5 p.m. on Friday, October 4, 2002. She will forward them to Ms. Carlson so questions can be answered by her or other appropriate AAG's at the Yakima meeting on October 25, 2002.

Commissioner Casson asked whether new Deputy Director, Dariush (D.K.) Khaleghi was on board yet. Ms. Jordan commented that he is on board and settling in well. Commissioner Casson asked whether he will be coming to Commission meetings. Ms. Jordan stated that he will only attend meetings as needed. He did not attend the Kennewick meeting because he only been on board for a few weeks.

The Commissioners requested that Mr. Khaleghi attend the Commission meeting in Yakima to meet the Commissioners.

Commissioner Barnes inquired about what the difference between a District Manager and Field Service Manager is. District Manager Arthur Stratton and Executive Director Sue Jordan commented that the Field Service Manager reports to a District Manager, does not sign reasonable cause findings, conducts outreach, and is paid on the same level as a Specialist. Ms. Jordan stated that this could be reconsidered in the future.

Commissioner Callner asked about the status of the agency's efforts to obtain a new data base. Ms. Jordan shared that Mr. Khaleghi met with Seattle Office of Civil Rights staff to discuss the possibility of obtaining a shell of their data base. Mr. Khaleghi is also looking at other options. She stated that Mr. Khaleghi's first priority is the agency's data base.

Commissioner Callner asked about the agency's Self Assessment scores because they are low. She requested to have the criteria that was used for the scores. Commissioner Vasquez asked for comparative data from other state agencies. Mary Clogston could provide further explanation about the scores. Ms. Jordan noted that 15 people from across the agency participated in the scoring. The Commissioners requested that Ms. Clogston attend the October Yakima meeting to explain the self assessment.

COMMISSION BUSINESS

There was discussion about the bilingual services policy and cover memo. Commissioner Casson made a motion to adopt the cover memo and policy as written. Commissioner Callner seconded the motion. MOTION CARRIED. Commission Clerk Tanya Calahan will put the policy in a document to be signed by the Commissioners.

Commissioner Callner suggested that the Commission review one older policy per meeting starting with the October 2002 Commission meeting.

The Commissioners next discussed the draft Marketing Policy statement. The Commissioners considered the differences between the term "customer" and "public" as it relates to the targeted audience mentioned in the policy statement and what is implied by each term. After discussion about changes to the draft language, Commission Clerk Tanya Calahan read the document with the agreed upon revisions. Commissioner Callner then made a motion to adopt the Marketing Policy Statement with the amendments. Commissioner Barnes seconded the motion. MOTION CARRIED. Commissioner Vasquez will draft a cover memo for the policy prior to distribution.

The Commissioners reviewed tabled discussion items from previous Commission meetings. Commissioner Callner suggested that the Reconsideration and Administrative Review Policies be addressed with the other Commission policies that need to be kept, amended, or rescinded.

There was discussion about agency restructure; specifically what the issues are. Commissioner Callner suggested that a presentation be done to separate what issues regarding agency restructure are operational and which are not operational.

Commissioner Barnes commented about the agency's budget. He stated that the budget submittal was premature. He asked how the proposed Marketing and Outreach Plan fits within the budget. He further commented that vagueness exists in this area; things are moving forward without a plan. He expressed concern that the Commission did not have an opportunity to participate in the budget process. He stated that the Commission needs to participate in the budget process and approve the budget.

Commissioner Vasquez shared that there are four major areas in the strategic plan. The agency's budget was considered in the strategic plan.

Assistant Attorney General Susan Carlson stated that the agency's budget submittal is a proposal. The agency still can decide how resources are distributed within that budget.

Commissioner Callner suggested that Commissioner Barnes write out his concerns regarding the budget process. Commissioner Barnes will explain his concerns about the budget in writing.

Commissioner Callner asked about the Deputy Director (D.D) job; specifically, whether or not the D.D. would act on behalf of the Executive Director (E.D.) when the E.D. is unavailable. She stated that clarity is needed in this area.

There was further discussion about the need to clarify the D.D. and E.D. roles. The job title for the D.D. may raise expectations and imply certain authority that does not exist.

The Commissioners considered the issue of how an individual Commissioner's memo to other Commissioners should be addressed and whether a response as a body is needed. Commissioner Callner stated that it would depend on the nature of the memo and the issues raised.

Commissioner Casson inquired about Commissioner questions sent to the AG's office or the E.D. and who should respond to those questions.

Commissioner Vasquez stated that the issue is communication. At one time, all Commissioners didn't get information that was sought by individual Commissioners from the Clerk. There was a breakdown in communication. Commissioner Callner shared that communication is challenging; intentions are not always clear. She stated that a facilitator could aid the Commission with discussing these issues.

Commissioner Barnes commented that he didn't see the need to share all information that he sought from the Clerk with all Commissioners.

Commissioner Callner shared that the main concern is that if information is going to be part of a motion or discussion, or acted upon, then it should be sent to all Commissioners.

Commissioner Barnes expressed his concern that issues that he raised in May 2002 were not addressed timely. He expected items that he raised to be put on the meeting agendas.

Commissioner Vasquez commented that there are policies and procedures that are not documented in writing. He spoke of the need to validate what's in place, assess it, and determine whether changes are needed. He commented that more written policies have been done lately than ever.

Zelma Jackson spoke to the Commission on behalf of the African American Affairs Commission. She shared constituent concerns with the Commission.

She shared that she has received comments from 10-12 people who expressed that they weren't being listened to by agency staff during complaint investigations.

She commented that a constituent noted that the minutes of Commission meetings aren't on the Commission's website after checking several times. Commission Clerk Tanya Calahan stated that staff is resolving technical issues before the minutes can be posted.

She stated that many constituents are from African countries and some have made comments that Adobe Acrobat Reader is available in many foreign languages; including African languages. They felt that Acrobat Reader should be on the Commission's web site in other languages.

The Commissioners discussed the evaluation process for the Executive Director (E.D.). Commissioner Coker passed out a document that outlined the steps used to conduct the most recent evaluation.

Commissioner Callner commented that she didn't raise questions about the process earlier because she was a new Commissioner. No discussion took place about how the process was going to work. She expected to be privy to other Commissioner's observations about the E.D. and did not understand that Commissioner Coker would be the only one privy to all Commissioner comments. She stated that she inadvertently offended Commissioner Coker by requesting information that was not available. Commissioner Barnes expressed his concerns that only one Commissioner has access to all other Commissioners' thoughts as part of the evaluation process.

Commissioner Vasquez shared that historically, the Commissioners have not been privy to each other comments regarding the Executive Director as part of the evaluation process. Historical practice was followed in this case and the process used was not out of character. The Chair usually takes the lead in coordinating the Executive Director's evaluation. In this instance, the Chair asked Commissioner Coker to coordinate the evaluation.

Commissioner Callner commented that it appeared unusual that there has not been outside input for the E.D. evaluation. In the past, stakeholders have given input about the E.D. Commissioner Casson suggested that an outside person compile comments for the E.D.'s evaluation.

Commissioner Coker shared that she contacted the WA State Department of Personnel and found that there is not a sample agency director evaluation available. She stated that she accomplished what she was tasked to do by the Chair. The process can be changed and perfected in the future.

Commissioner Callner stated that her concerns were with the process used for the evaluation. Specifically, responsibility was delegated by one Commission member to another. She expressed that discussion needs to take place prior to implementation of a process such as this.

Commissioner Coker asked clarification from Commissioner Barnes about what he meant by bylaws. Commissioner Barnes made reference to the Boards and Commission Handbook published by the Governor's office. He stated that bylaws define how the Commission conducts business and provides structure.

Commissioner Coker pointed out the adopted Commission Rules of Order and Procedure. She stated that it may be confusing to adopt bylaws. In lieu of bylaws she suggested adopting special procedures into the Rules of Order and Procedure. Commissioner Vasquez added that clarity was needed about the intent of bylaws. Many of the bylaw items drafted by him and Commissioner Coker are already in the RCW's and WAC's.

Commissioner Coker shared that if bylaws are adopted, you can't suspend them. Rules of Order and Procedure can be suspended.

Commissioner Vasquez stated that the Commission needs a job description. A mechanism that defines the Commission's role is also needed. Commissioner Callner added that other agencies have bylaws and rules of order. Commissioner Vasquez has examples of other Commission job descriptions and will provide those examples to the other Commissioners.

Commissioner Casson emphasized that many items need to be addressed including hiring authority. Commissioner Coker suggested that Commission outline its role prior to addressing bylaws or other issues. There was consensus by the Commissioners that bylaw development is on hold.

Commissioner Coker highlighted proposed amendments to the Rules of Order and Procedure document. Commissioner Callner inquired about proposed rule new rule number five, which reads "The Commission will speak with one voice. The Chairperson shall be the primary spokesperson." Commissioner Coker stated that it was better to have one person representing the Commission to the media or sending letters out on behalf of the Commission.

Commissioner Callner asked whether the Commission is operating on a majority vote. She also asked how dissenting votes would be handled for example, while doing media interviews.

Commissioner Casson stated that the Commission operates on majority vote. A Commissioner would not have to agree to a motion if they opposed, for example if there was a 3-2 vote.

Commissioner Callner asked why the Commission would need proposed new rule number eight which reads "Commission meetings are open to the public. Votes taken on matters to come before the Commission shall adhere to the open meeting law." She also asked about proposed new rule number nine, which reads "From time to time the Commission may find itself going into Executive Session. An Executive Session excludes the public and shall be used for the sole purpose of personnel matters." Commissioner Callner stated that the Commission is already bound by the law. She stated that this adds the potential for confusion.

After discussion, Commissioner Coker made a motion to add proposal number four to the current Rules of Order and Procedure document. Commissioner Barnes seconded the motion. MOTION CARRIED.

There was extensive discussion about Commission meeting restructure and Commissioner Callner's recent memo regarding meeting restructure.

Commissioner Callner stated that she spoke to Zelma Jackson of the Commission on African American Affairs about how they conduct their meetings. She stated that there is value in going to each part of the state. The Commission could visit different areas of the state every other month and hold other meetings in Sea Tac, Seattle, or Olympia during the other months.

Commissioner Casson thanked Commissioner Callner for her input about restructuring meetings. He stated that the Commission could handle case closures during conference calls and have in-person meetings every other month.

Commissioner Barnes reiterated that there is value in going around to different cities around the state. This can make the Commission more visible. He opposes shutting off access to the public.

Commissioner Vasquez stated that the purpose of the proposal in Commissioner Callner's memo is unclear.

Commissioner Callner replied that the Commission could make use of networks. By having targeted meetings every other month, there would be more time to carefully plan the meetings. Also, there are a lot expenses involved with moving people around the state.

Commissioner Vasquez stated that the Commission's system will not be effective according to the public's perception if "doors are shut." Complainants and respondents are not the only ones who need access to the Commission. It's the other groups of people who may fall through the cracks.

Commissioner Coker said that it was important to not cut down on meetings; especially in Eastern Washington which is already isolated.

Commissioner Casson raised the issue of continuing to hold Thursday evening meetings even though there is little or no public attendance at some of the meetings.

Commissioner Barnes volunteered to put together a document that highlights ideas for attracting people to the Commission's Thursday evening meetings.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Tanya Y. Calahan
Commission Clerk

ACTION ITEMS
SEPTEMBER 26-27, 2002 COMMISSION MEETING

1. **Item:** Commission Clerk Tanya Calahan will send the Commissioners an example of a community forum sponsored by the Commission.

Status: A copy was sent on October 8, 2002.
2. **Item:** Commissioners Vasquez and Callner will work together on the hearing for disability and access issues in Yakima that is scheduled for October 24, 2002. They will involve staff in the planning.

Status: Several items have been finalized for this event. Key participants have been invited and have confirmed attendance.
3. **Item:** Commissioners Vasquez and Callner will work together to draft a letter to Director of Labor and Industries, Gary Moore, which extends an invitation to attend the hearing on October 24, 2002.

Status: The letter was finalized and mailed on October 7, 2002.
4. **Item:** Commissioners will send questions for the Attorney General's office to Charlotte Coker by October 4, 2002.

Status: Questions were collected by Commissioner Coker and received by the Attorney General's office on October 7, 2002.
5. **Item:** Commissioner Vasquez and Commission Clerk Tanya Calahan will work together on a memo of appreciation to staff for meeting HUD and EEOC contract goals.

Status: The memo was emailed to all staff on October 8, 2002.
6. **Item:** Executive Director Sue Jordan will make sure that Deputy Director, Dariush Khaleghi is invited to and attends the October 2002 Commission meeting to meet the Commissioners.

Status: Mr. Khaleghi was invited to the meeting and is scheduled to attend it.
7. **Item:** Commissioner Vasquez will draft a cover memo to include with the adopted Marketing Policy.

Status: An update will be provided at the October 2002 Commission meeting.
8. **Item:** Commissioner Barnes will write out questions and concerns that he has regarding the agency's budget before the October 2002 Commission meeting.

Status: The information was submitted to the Clerk and included in the October 2002 meeting binder.

9. **Item:** Commissioner Vasquez will pull together examples of Commissioner job descriptions and provide them to the other Commissioners before the October 2002 Commission meeting.
- Status:** A status report will be provided at the October 2002 Commission meeting.
10. **Item:** Executive Director Sue will invite Legislative and Regulatory Coordinator Mary Clogston to the October 2002 Commission meeting to discuss the agency's Quality Improvement Self Assessment and the criteria used for this process.
- Status:** Ms. Clogston was invited and is scheduled to attend the Commission meeting.
11. **Item:** Commissioner Barnes volunteered to develop a template for Thursday night meetings with ideas to increase participation and attendance.
- Status:** Commissioner Barnes will bring the information to the October 2002 Commission meeting.
12. **Item:** Commissioner Vasquez and Commission Clerk Tanya Calahan will work on a memo to all staff, informing them of the October 24, 2002 forum in Yakima.
- Status:** A memo was emailed to all staff on October 2, 2002.